

The regular meeting of the Municipal Civil Service Commission convened on Monday, March 31, 2003, at 12:30 p.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson present.

\* \* \*

RE: *Review and approval of minutes from the February 24, 2003, regular meeting.*

The minutes were approved as written.

\* \* \*

RE: *Review of the results of the pre-hearing conference for the following appeal:*

*Dorothy Martin vs. Columbus Public Schools, Appeal No. 02-BA-0020.  
Intervention Aide – Discharge – hearing scheduled for May 5, 2003.*

PRESENT: Theresa Carter, Deputy Executive Director

Theresa Carter appeared before the Commissioners and reported on the results of a pre-hearing conference held earlier today. Dorothy Martin, an Intervention Aide for Columbus Public Schools was discharged for leaving a child alone on a school bus. Both parties advised if the case goes forward, it should take no more than 1-2 hours. It was noted that due to some matters external to this case, it's likely that the parties are going to stipulate and settle this case. They will advise Ms. Carter by close of business on April 18.

\* \* \*

RE: *Rule Revisions*

No rule revisions were submitted this month.

\* \* \*

RE: *Request of appellant Richard Kritzer to withdraw the appeal he filed with the Civil Service Commission on February 3, 2003 regarding his suspension from the position of Alcohol & Drug Abuse Program Manager with the Columbus Health Department – Appeal No. 03-CA-0003.*

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the Background Removal Standards for Police Officers, Police Communications Technicians and Firefighters*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the request from staff to revise the background standards for police communications technician, police officer and firefighter applicants.

It was recommended that the three employment standards no longer be applied to police communications technician applicants. The minimum qualification for this classification is a high school diploma or GED; therefore, many of the applicants tend to be young and have not yet established much of an employment history as an adult. Representatives from the Division of Police and the Department of Public Safety were in favor of not applying C.1 (failure to hold fulltime employment as an adult with current or immediately preceding employer for 12 consecutive months) to police communications technician applicants. Standard C.2, regarding number of terminations, was a recent addition to the standards when C.1 was revised. The Department and Division felt that C.2 was rarely used for police

communications technician applicants. Also, they felt that C.3 regarding discharge from a criminal justice position was also not necessarily a good standard for police communications technicians. The feeling was that an applicant being disqualified for a police officer position does not necessarily mean the applicant would not be a good candidate for a dispatching position. The Commission staff felt that all employment standards should apply or not apply rather than specifying one or two out of three standards. It was decided that applicants with serious employment problems would either not be offered employment or would be removed under the “ANA” (appeared not appointed) provision of the Commission Rules.

The Division of Police requested changes to Section I, applicant non-responsiveness, for both police and fire standards in order to appropriately classify all reasons for removal. It was proposed that I.5 be revised to include “correspondence” as well as phone calls. Many removals are due to applicants’ failure to return their background questionnaires. It was also proposed that the following additional standard be added to Section I: “7. Applicant is no longer interested in employment with the Division.” When the Division is told the applicant is no longer interested, they notify the Commission and the Commission sends a letter to the applicant confirming this. An applicant who is still interested has ten days to return a form indicating they want to remain in the process. The changes to Section I would apply to both police and fire standards in order to maintain consistency.

Also for both sets of standards, it was recommended that a statement be added to the bottom of the standards to clarify what date is used to calculate these time frames. For several years, the Commission’s policy has been to apply the standards from the date of the eligible list unless the standard specifies a different date. However, this policy has not been written on the standards. It was therefore proposed that the following statement be added to both police and fire standards: “Unless otherwise noted, standards which reference a time frame will be calculated from the date the eligible list is established.”

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

\* \* \*

RE: *Request of the Columbus Public Schools to revise the specification for the classification Food Services Support Specialist (Class Code 870).*

PRESENT: Sue Messina, Columbus Public Schools, Personnel Analyst

Sue Messina presented the request from Columbus Public Schools to revise the specification for the classification Food Services Support Specialist as a result of a recent job analysis. The proposed revisions were recommended to more accurately reflect changes in duties with respect to this classification.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to approve the specification review of the classification Development Project Assistant (A/V Communication) with no revisions (Class Code 2030).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission’s request to approve the specification review for Development Project Assistant (A/V Communication) with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall

be reviewed and revised if needed. This classification was last revised in January 1998. There are currently no incumbents in this classification.

Although there are no incumbents, the Development Department is hesitant to recommend abolishment at this time. If they should decide to proceed with revising the class at a later date, such revisions should happen closer to the time in which the department plans on utilizing the classification. It was therefore recommended that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to approve the specification review of the classification Street Maintenance Supervisor with no revisions (Class Code 3997).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Street Maintenance Supervisor with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in March of 1999. There are currently no incumbents in this classification.

Based upon information from the incumbent of this class, no proposed revisions are needed at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Business Manager (Class Code 1252).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Business Manager pursuant to a request from the Public Utilities Director to incorporate education, experience and basic skills specific to the responsibilities and requirements of the Division of Electricity. At the present time the only incumbent serving in this classification is located in the Columbus Health Department.

No revision to the definition was requested. A reference was added to the examples of work section to describe more clearly the work performed by the Business Manager position in the Division of Electricity. The minimum qualifications were revised to read "possession of a bachelor's degree and three years of professional industry related experience or professional accounting, finance, marketing or budgeting experience." This revision was to allow professional experience within the specific industry to qualify an individual for appointment to this classification. The substitution was revised to read, "a master's degree in a relevant field may be substituted for one year of the required experience. The knowledge skills and abilities section was revised to incorporate some knowledge and ability statements relating to the technical aspects of the job. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Boiler Operator (Class Code 3855).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Boiler Operator as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in 1998. There are currently three incumbents in this classification; one is assigned to the Department of Public Utilities, Division of Sewerage and Drainage and two are assigned to the Department of Public Service, Division of Facilities Management.

No revisions to the definition were requested. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Boiler Operator. No revisions to the minimum qualifications were requested. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Street Cleaning and Maintenance Supervisor (Class Code 3989).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Street Cleaning and Maintenance Supervisor as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in 1999. There are currently ten incumbents in this classification assigned to the Department of Public Service, Division of Transportation.

The definition was revised to read, "Under direction is responsible for supervising employees performing street maintenance and cleaning activities; performs related duties as required." Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Street Cleaning and Maintenance Supervisor. No revisions to the minimum qualifications were requested. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Street Maintenance Manager (Class Code 3990).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Street Maintenance Manager as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in 1998. There are currently two incumbents in this classification assigned to the Department of Public Service, Division of Transportation, who each manage different geographical areas of the City.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Street Maintenance Manager. No revisions to the minimum qualifications were requested. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Street Maintenance Assistant Manager (Class Code 3991).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Street Maintenance Assistant Manager as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in 1998. There are currently six incumbents in this classification assigned to the Department of Public Service, Division of Transportation.

It was recommended that the definition be revised to read, "Under general direction, is responsible for assisting in planning, implementing, monitoring and evaluating the activities of a street maintenance program; performs related duties as required." Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Street Maintenance Assistant Manager. No revisions to the minimum qualifications were requested. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to create the specification for the classification Nature Programs Developer, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Jeanne Gallagher, Personnel Analyst I  
Kathleen Daugherty, Department Human Resource Officer, Recreation & Parks

Jeanne Gallagher presented this request to create a Nature Programs Developer pursuant to a request from the Recreation and Parks Department. The Department requested two expansion positions be created in the Natural Resources section to be responsible for outdoor adventure and environmental education programs.

It was recommended that the definition for Nature Programs Developer read, "Under direction, is responsible for developing and overseeing programs related to adventure recreation or environmental education; performs related duties as required." The examples of work were written to include responsibility for a multitude of duties ranging from conducting adventure based recreational programs to working with local schools on environmental education programs. The minimum qualifications for Nature Programs Developer were similar to those of a Recreation Supervisor; however, the required degree would be more specialized. Incumbents would be expected to conduct classes and workshops and should have a more in-depth knowledge of the subject matter. In addition, incumbents should have at least two years of experience and appropriate lifesaving certifications due to the "high risk" nature of some of the activities. The knowledge, skills and abilities were written to reflect the skills required for successful performance of the job. It was recommended that Nature Programs Developer be designated as noncompetitive due to the highly specialized work performed. Therefore, it was recommended that the probationary period be assigned 365 days in accordance with Commission policies for noncompetitive classifications.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to create the specification for the classification Nature Programs Administrative Manager, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Jeanne Gallagher, Personnel Analyst I  
Kathleen Daugherty, Department Human Resource Officer, Recreation & Parks

Jeanne Gallagher presented this request to create a Nature Programs Administrative Manager pursuant to a request from the Recreation and Parks Department. The Department requested two expansion positions be created in the Natural Resources section to be responsible for outdoor adventure and environmental education programs.

It was recommended that the definition for Nature Programs Administrative Manager read, “Under general direction, is responsible for managing the operations of a major adventure recreation or environmental education program or for overseeing the operations of a group of adventure recreation centers in a defined geographical area of the City; performs related duties as required.” The examples of work were written to include responsibility for a multitude of duties ranging from overseeing the adventure recreation program and facilities to coordinating with civic groups, vendors, and other governmental agencies on special events and activities. The minimum qualifications for Nature Programs Developer were similar to those of a Recreation Administrative Manager; however, the required degree would be more specialized. Incumbents would be expected to oversee the entire program and should have a more in-depth knowledge of the subject matter. In addition, incumbents should have at least four years of experience and appropriate lifesaving certifications due to the “high risk” nature of some of the activities. The knowledge, skills and abilities were written to reflect the skills required for successful performance of the job. It was recommended that Nature Programs Administrative Manager be designated as noncompetitive due to the highly specialized work performed; it was also recommended that the probationary period be assigned 365 days in accordance with Commission policies for noncompetitive classifications.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Residency Hearing Reviews.*

No residency hearing reviews were conducted this month.

\* \* \*

RE: *Personnel Actions.*

No personnel actions were submitted this month.

\* \* \*

RE: *Administrative/Jurisdictional Reviews.*

*Review of the appeal of Joan L. Allbaugh regarding her layoff from the position of Business Development Specialist with the Department of Recreation and Parks.*

*Review of the appeal of Lawrence Cason regarding his layoff from the position of Refuse Collection District Assistant Manager with the Department of Public Service, Division of Refuse Collection.*

*Review of the appeal of Homer E. Creasap regarding his layoff from the position of Refuse Collection District Assistant Manager with the Department of Public Service, Division of Refuse Collection.*

*Review of the appeal of Jerry D. Edwards regarding his layoff from the position of Inventory Control & Property Manager with the Department of Recreation and Parks.*

*Review of the appeal of Judy A. Hogan regarding her layoff from the position of Customer Service Supervisor with the Department of Recreation and Parks.*

*Review of the appeal of Wyley J. Parks regarding his layoff from the position of Refuse Collection District Assistant Manager with the Department of Public Service, Division of Refuse Collection.*

*Review of the appeal of David F. Stewart regarding his layoff from the position of Building Maintenance Supervisor I with the Department of Public Service, Division of Facilities Management.*

*Review of the appeal of Ann M. Zeller regarding her layoff from the position of Recreation Administrative Manager with the Department of Recreation and Parks.*

The Commissioners reviewed the appeals filed on March 12, 2003, by the above employees regarding their layoff from the positions indicated.

All of these individuals requested a hearing before the Commissioners on the grounds that the City did not cite one of the criteria as a basis for the layoff notices that they received. Civil Service Commission Rule XII(C)(1) does not require the appointing authority to indicate the specific reason for a layoff. It only provides that the appointing authority specify the classes in which the layoffs are to occur and the number of employees to be laid off in each class. On February 6, 2003, the appointing authority in each of these instances filed a notice specifying the classes in which layoffs would occur and the number of employees within each class.

Columbus City Charter Section 149.1 grants the Civil Service Commission jurisdiction to review the actions of appointing authorities but it is limited to cases of disciplinary actions. The Charter does not confer upon the Commission any jurisdiction to review the actions of appointing authorities as it relates to layoffs; that determination rests exclusively with the appointing authority.

Based on the foregoing, the Civil Service Commission decided to dismiss all of these appeals without a hearing because it lacks jurisdiction over these appeals.

\* \* \*

Police Officer Applicant  
Removed During The Prescreening Process  
Conducted By Brenda S. Sobieck  
\_\_\_\_\_  
Victoria Mitchell

The Commissioners reviewed Victoria Mitchell's file for an administrative review of the decision of the Executive Director to reject her application due to a violation of the background standards for police officers during the pre-screening process.

After reviewing her file, the Commissioners decided that her application would not be accepted and she would not be permitted to take the police officer examination.

\* \* \*

Background Administrative Reviews  
Conducted By Theresa Lynn Carter  
March 18, 2003

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Ernest C. Higginbotham II	Sewer Maintenance Worker	03-BR-009
Rebecca Ann Swartz	Police Communications Technician	03-BR-010
Cathy A. Polta	Police Communications Technician	03-BR-011
Derick L. Thomas	Sewer Maintenance Worker	03-BR-012
Deborah K. Griffith	Police Communications Technician	03-BR-013
Loni H. Esteppe	Police Communications Technician	03-BR-014
Crystal L. Barber	Police Communications Technician	03-BR-015

After reviewing the files of Ernest C. Higginbotham II and Derick L. Thomas, it was decided their names would not be reinstated to the Sewer Maintenance Worker eligible list. After reviewing the

files of Loni H. Estepp and Crystal L. Barber, it was decided their names would not be reinstated to the police communications technician eligible list.

After reviewing the files of Rebecca Ann Swartz, Cathy A. Polta and Deborah K. Griffith, it was decided their names would be reinstated to the police communications technician eligible list.

Background Administrative Reviews  
Conducted By Brenda S. Sobieck  
March 19, 2003

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Clifford R. Porter	Police Communications Technician	02-BR-008
Huda Arabi	Police Communications Technician	02-BR-009
Linda S. Moore	Police Communications Technician	02-BR-011
Kimberly Sanchez	Police Communications Technician	02-BR-110
Rulannie E. Kerns	Police Communications Technician	02-BR-111
Melissa A. Frush	Police Communications Technician	02-BR-112

After reviewing the files of Clifford R. Porter, Huda Arabi, Linda S. Moore, Kimberly Sanchez, Rulannie E. Kerns and Melissa A. Frush, it was decided that their names would not be reinstated to the police communications technician eligible list.

Background Administrative Reviews  
Conducted By Brenda S. Sobieck  
March 20, 2003

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Wesley Hettinger	Police Officer	03-BR-017
James Schirtzinger	Police Officer	03-BR-019
Thomas W. Snider	Police Officer	03-BR-020
Maurice King, III	Police Officer	03-BR-021
Jason Shaw	Police Officer	03-BR-022
Harley Butler	Police Officer	03-BR-023

After reviewing the files of James Schirtzinger, Thomas W. Snider and Harley Butler, it was decided their names would not be reinstated to the police officer eligible list.

After reviewing the files of Wesley Hettinger, Maurice King, III and Jason Shaw, it was decided their names would be reinstated to the police officer eligible list.

\* \* \*

The Commission adjourned its regular meeting at 2:25 p.m.

\* \* \*

<hr/>	<hr/>
Priscilla R. Tyson, Commission President	April 28, 2003 Date